

Department of Public Health  
and Human Services

Section:  
GLOSSARY

SUPPLEMENTAL NUTRITION ASSISTANCE  
PROGRAM (SNAP)

Subject:  
Glossary

**Supersedes:** FS 0-4 (10/01/06)

**A** ABAWD--Able-Bodied Adults Without Dependents

ADH--Administrative Disqualification Hearing

AFDC--Aid to Families with Dependent Children. Currently referred to as the TANF cash assistance program.

APWA--American Public Welfare Association

AREERA--Agricultural Research, Extension, and Education Reform Act of 1998

ARM--Administrative Rules of Montana

ABLE BODIED--Able to hold a job

ACTIVE CASE--A household certified prior to or during the QC sample month and was issued SNAP benefits for the QC sample month.

ACTIVE CASE ERROR RATE--An estimate of the proportion of cases with an error in the determination of eligibility or basis of issuance. This estimate is a percentage of the completed active QC reviews.

ADEQUATE NOTICE---A notice received no later than either the date the resulting benefits are to be received or in place of the benefits (SNAP 1503-1).

ADMINISTRATIVE MONTH--The month preceding the benefit month in which eligibility was determined and benefits issued for the benefit month.

ADULT--Age 18 or older

ADVERSE ACTION--Determination by the Office of Public Assistance to terminate, suspend or reduce benefits.

ALCOHOL OR DRUG ADDICTION TREATMENT AND REHABILITATION--Any program conducted by a private nonprofit organization, or a publicly operated community mental health center.

ALERT--A TEAMS action to forewarn the worker to re-evaluate the case circumstances.

ALLOTMENT--Total value of SNAP benefits a household is authorized to receive each month. The benefit amount is deposited into the Montana Access EBT account.

ALIEN--A legal alien is a person lawfully residing in the United States of America who is not a citizen. A legal alien may not necessarily have permanent residence status.

An illegal alien is a person present in the United States of America in violation of the Immigration and Nationality Act.

ALIEN SPONSOR--A person or any public or private agency or organization who executed an Affidavit of Support (INS Form I-864 or I-864A) or similar agreement so an alien could enter the United States.

APPLICANT--A person who submits a written application or verbally requests participation in a Food and Nutrition Services (FNS) federally assisted program at the service delivery point.

APPLICATION DATE--The day the Office of Public Assistance receives and date stamps an application containing the applicant's name, address and signature.

ASSISTANCE UNIT--Those members of the filing unit who are eligible to receive benefits. Only those coded 'IN' or 'SH' on SEPA are considered to be included in the assistance unit.

AUTHORIZATION--The system initiated approval which generates a benefit.

AUTHORIZED REPRESENTATIVE--A responsible person knowledgeable about the household's circumstances. This person must be authorized in writing by the household to make application, receive the SNAP benefits and/or purchase food with the SNAP benefits for the household.

## **B**

BIA--Bureau of Indian Affairs

BEGINNING MONTH--The first month of eligibility.

BENDEX--SSA's Beneficiary Data Exchange System, which provides the amount of RSDI and Title II benefits paid to people entered on the system. Also, BENDEX provides data on pensions and wages.

BENEFICIARY/PARTICIPANT--Those persons to whom assistance, services, or benefits are ultimately provided by Food and Nutrition Services (FNS) programs. (For example, a person receiving SNAP benefits, WIC vouchers, and/or commodities)

BENEFIT--The resulting assistance value approved for a program household.

BENEFIT MONTH--The month SNAP benefits are issued.

BONA FIDE--Good faith; without fraud or deceit; made with earnest intent.

BOARDER--An individual to whom a household furnishes meals and/or lodging for compensation. This compensation must be at a monthly rate at least equal to the SNAP allotment for a one-person household. If the household furnishes two meals a day, the compensation rate must equal two-thirds of a one-person allotment.

Boarders are ineligible to participate in the Supplemental Nutrition Assistance Program (SNAP) separate from the household providing the board. Residents of commercial boarding houses are not eligible for SNAP benefits.

BUDGET MONTH--The month the financial and nonfinancial criteria of the unit are used to determine eligibility and calculate the grant amount. Using prospective budgeting, the budget month is the same as the benefit month.

BUSINESS EXPENSES--The costs directly related to the production of income.

## C

CFR--Code of Federal Regulations

CSED--Child Support Enforcement Division

CSKT--Confederated Salish and Kootenai Tribes. This term is generally used when referencing the TANF assistance program managed by the Confederated Salish and Kootenai Tribes of the Flathead Nation.

CSP--Community Services Program

CWS--Child Welfare Services (usually refers to Foster Care)

CALENDAR YEAR--January 1st through December 31<sup>st</sup>

CASE--Documents or computer data relating to a SNAP household.

CASE FILE--The record maintained for each SNAP household during the course of the household's participation in the program.

CASH VALUE--For resources: the amount that would be paid if the resource were sold or converted to cash. For income: the amount of the income or the value assigned to the service rendered for in-kind income.

CATEGORICALLY ELIGIBLE--Resources of individuals receiving or are authorized to receive TANF cash, Tribal TANF, or SSI are excluded from the resource determination.

CHANGE IN CIRCUMSTANCE--A reversal or variation of the fact from what was previously known.

CHILD SUPPORT--Voluntary or court ordered payment by an absent parent for the purpose of meeting the needs of his/her child(ren).

CIVIL RIGHTS-- The right of individuals to enjoy equal standing with other individuals in interactions with the government or with the community.

COLLATERAL CONTACTS--An oral confirmation of a household's circumstances by a person outside of the household. The collateral contact may be made either in person or over the telephone and may include employers, landlords, social service agencies, migrant service agencies, and neighbors of the household who can be expected to provide accurate third-party verification.

COMBINED ALLOTMENT--TEAMS automatically transmits an issuance authorization to the contractor for the current prorated and the following full month's benefit amounts to be issued the following day. This will only occur if the application was received on the 16th of the month or later and both months are authorized in TEAMS on the same day. A combined allotment will show as separate authorizations in FSIH and FSBH and will be issued and deposited in the Montana Access EBT account by 12:01 a.m. the following day (SNAP 104-1 and SNAP 105-1).

COMMINGLED--Countable and exempt funds in a bank or other account which are combined.

COMPENSATION--Money, real or personal property, food, shelter or services received by an individual in exchange for goods or services provided by that individual.

COMPLETE NOTICE--Written notice that includes the federal requirements for an acceptable notice. These requirements are informing the household of the following: the action the agency intends to take, the reason for the action, the right to request a fair hearing, the person to contact for additional information, the availability of continued benefits and liability for such benefits if found ineligible in a hearing decision.

**NOTE:** SNAP Federal regulations, CFR, refers to a notice containing all the mandatory requirements an “adequate” notice. However, MT uses “adequate” to mean a notice time frame.

**CONFIDENTIAL INFORMATION**--Applicant or recipient information that may only be shared for establishing eligibility, determining amount of assistance, and providing services, with related federally mandated and assisted programs and agencies under contract to the Department or operating with a Memorandum of Understanding. The limitation of the use and disclosure of applicant and recipient information to the administration of the program.

**CONVICTION**--Per MCA 46-1-202(6) either a judgment OR sentence upon a guilty plea or verdict or finding of guilt. This means that if the court enters a judgment that the individual is guilty of a drug felony, the individual has been convicted and is ineligible even before sentencing occurs. Therefore, the individual is ineligible as soon as the judgment is entered, even if a sentence is imposed later or is never imposed.

**COUNTABLE INCOME**--The total of earned and unearned income not excluded by policy, expected to be received by the household for the budget/benefit month.

**CURRENT MARKET VALUE**--The amount the property can be expected to sell on the open market in a specific community.

## **D**

**DOLI**--Department of Labor and Industry

**DOR**--Department of Revenue

**DPHHS**--Department of Public Health & Human Services

**DATE OF APPLICATION**--The day the Office of Public assistance receives and date stamps an application containing the applicant’s name, address and signature.

**DEPENDENT**--A person who relies on another for support.

**DESTITUTE**--Migrant or seasonal farm worker households whose only income for the month of application was received prior to the date of application and was from a terminated source.

**DISABLED MEMBER**--A household member who meets any of the following:

1. **Receives** or has been approved to receive Social Security Disability or Blindness benefits.

2. Receives or has been approved to receive SSI benefits.
3. Receives State-financed SSI payments but not the basic Federal SSI benefit. These payments are generally referred to as "state supplement".
4. Receives a Federal, State, or local public disability retirement pension and is considered permanently disabled by the Social Security office.
5. Is a veteran receiving service-connected disability benefits rated at 100%.
6. Is a veteran receiving non-service connected disability benefits rated at 100%.
7. Is a veteran or surviving spouse determined by VA to be housebound or in need of aid and attendance.
8. Is a surviving child of a veteran and considered by VA to be permanently incapable of self-support.
9. Is a veteran's survivor (widow or child) receiving veteran's benefits and having a disability considered permanent by the Social Security office.
10. Receives railroad retirement disability annuities and meets the Social Security disability criteria.
11. Receives SSI Presumptive eligibility payments.
12. Receives disability-related medical benefits under Title XIX (Medicaid), e.g; receives Medicaid due to MEDS (Medicaid Eligibility Determination Services) or 1619 determination. When Medicaid closes, the individual must meet another disability category to be considered disabled for SNAP purposes.

DISCRIMINATION--To make any distinction of one person or a group of persons from others, either intentionally, by neglect, or by the effect of actions or lack of actions based on age, race, color, sex, handicap, religious creed, national origin or political beliefs.

DOCUMENT-- Used as a noun, as in documentary evidence indicates a written record of the circumstances of an event or fact. Used as a verb, indicates the act of entering in the case file actual proof or statement of proof that the contents of the record are accurate.

DOCUMENTARY EVIDENCE--Written information used to verify the income, expenses and other circumstances of a household.

DRUG ADDICTION OR ALCOHOLIC TREATMENT AND REHABILITATION PROGRAMS--A program conducted by a private non-profit organization or institution, or a publicly operated community mental health center, under Part B of Title XIX of the Public Health Service Act to provide treatment that can lead to the rehabilitation of drug addicts or alcoholics.

## E

EA--Emergency Assistance

EBT--Electronic Benefit Transfer-- SNAP participants are issued a debit card for purchasing food products. The SNAP benefits are electronically transferred to an account linked to the debit card. Participants will use the card, along with a Personal Identification Number (PIN) to purchase food items.

ECC--Extended Child Care

EIC/EITC--Earned Income Tax Credit

EPSDT--Early and Periodic Screening, Diagnosis & Treatment

EARNED INCOME--Employee payments received in cash for wages, tips, commissions, or net profit from self-employment activities; the gross income before deductions for personal or employment expenses or garnishments.

EARNED INCOME TAX CREDIT (EITC)--An amount of money which has been either deducted from the taxes owed or paid as a refund resulting from filing a Form 1040 or 1040A Tax Return for a calendar year.

ELDERLY MEMBER--A person who is 60 years old or older. This includes a person who is 59 years old when they apply but who will become 60 on or before the last day of the month of application.

ELIGIBILITY FACTOR--A specific condition that an applicant must meet in order to qualify for benefits. A recipient must continue to meet this condition to remain eligible for benefits.

ELIGIBILITY WORKER--A person employed by the State of Montana who plays a role in the eligibility process for the Supplemental Nutrition Assistance Program (SNAP).

ELIGIBLE FOODS--Items which can be purchased with SNAP benefits, including the following:



1. Any food or food product intended for human consumption **except** alcoholic beverages, tobacco, and hot food products prepared for immediate consumption;
2. Seeds and plants to grow foods for the personal consumption of eligible households;
3. Meals prepared and delivered by an authorized delivery service to households eligible to use SNAP benefits to purchase delivered meals, or meals served by a communal dining facility for the elderly, for SSI households or both, to households eligible to use SNAP benefits for communal dining;
4. Meals prepared and served by an authorized drug addiction or alcoholism treatment and/or rehabilitation center to households eligible to use SNAP benefits to purchase those meals;
5. Meals prepared and served by a group living arrangement facility to residents who are blind or disabled recipients of benefits;
6. Meals prepared by and served by a shelter for battered women and children to its eligible residents; and,
7. In the case of homeless SNAP households, meals prepared for and served by an authorized public or private non-profit establishment (e.g., soup kitchen, temporary shelter), that has been approved to feed homeless persons.

EMANCIPATION--The process of being released from parental care and custody and being given full legal rights and responsibilities.

ENCUMBRANCE--A claim or legal debt(s) against a resource which is supported by a written document and which must be paid when the resource is sold.

ENUMERATION--The act of assigning a Social Security Number (SSN).

EQUITY VALUE--The fair market value less any encumbrances against the property as of the date of evaluation.

ERRONEOUS ISSUANCE--When a household obtains SNAP benefits to which they are not entitled through any of the following: misrepresenting facts, furnishing false information, misunderstanding, other fraudulent means or by agency error.



ETHNIC CATEGORIES--Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture or origin, regardless of race. The term, "Spanish origin", can be used in addition to "Hispanic or Latin".

ETHNICITY--Hispanic or Latino and Not Hispanic or Latino.

EXPEDITED SERVICES--Certain verification requirements may be postponed for eligible households to allow for prompt issuance of SNAP benefits.

EXPUNGEMENT--SNAP benefits removed from the Montana Access EBT account after 365 days have passed from the last time the participant completed a SNAP transaction.

## F

FAIM--Families Achieving Independence in Montana, formerly, the State's welfare reform demonstration project.

FDPIR--Food Distribution Program on Indian Reservations

FNS--Food and Nutrition Services (formally Food and Consumer Services). The branch of USDA which administers the Supplemental Nutrition Assistance Program (SNAP).

SNAP E&T—Supplemental Nutrition Assistance Employment and Training Program

FAIM COORDINATOR--The county eligibility worker responsible for determining eligibility under the TANF project rules and regulations.

FAIR HEARING--Any clear expression, oral or written, by the claimant or authorized representative to present his/her case to a higher authority. Any claimant who is aggrieved by an adverse action of the Department is entitled to a Fair Hearing including all rights to review and appeal provided by the Fair Hearing process.

FAIR MARKET VALUE--The amount of money which the sale of property would bring on the open market in the community where the property is located.

FEDERAL MEANS TESTED PROGRAM--Tribal TANF or TANF. (BIA tribal assistance and county general assistance programs are considered local means tested programs.)

FILING UNIT--Required household members whose income and resources must be considered in eligibility determination. Filing unit members are coded 'IN', 'SH', 'DQ', 'DS', or 'DF' on the SEPA screen

(SNAP 201-1). All members of the filing unit may not be included in the Assistance Unit and may not receive benefits.

FOOD AND NUTRITION SERVICES (FNS); FORMERLY (FCS; Food and Consumer Services)--The Division of the Department of Agriculture that administers the Supplemental Nutrition Assistance Program (SNAP).

FRAUD--See INTENTIONAL PROGRAM VIOLATION.

FULL-TIME STUDENT--An individual attending school a minimum of six hours a day or the number of hours the institution states is considered full-time.

## G

GARNISHMENT--A legal action to deduct a specified amount of money from an employee's wages or unemployment compensation to satisfy a creditor.

GOOD CAUSE--An acceptable reason for an individual's action which overrides the penalty of that action. Circumstances beyond the control of the recipient such as, but not limited to, illness of recipient or other household member, lack of transportation or unanticipated emergency.

GROSS EARNED INCOME--The total money an employee is entitled to receive (wages), prior to any deductions (FICA, withholding taxes, etc.) or garnishment.

GROSS MONTHLY INCOME (GMI) STANDARDS--The levels of gross income for each household based on size and circumstances which cannot be exceeded if the unit is to be eligible for benefits.

GROUP LIVING ARRANGEMENT- -A public or private nonprofit residential setting that serves no more than sixteen residents that is certified by the appropriate agency or agencies of the State under regulations issued under section 1616(e) of the Social Security Act or under standards determined by the Secretary to be comparable to standards implemented by appropriate State agencies. To be eligible for SNAP benefits, a resident of such a group living arrangement must be blind or disabled as defined in glossary.

## H

HOME--The principle place of residence. For resource purposes: a home is the current place of residence which is owned by/being purchased by/being rented by a member of the household and which includes any building and the land upon which the building is located, the land that appertains to the home and all the buildings and/or mobile homes located thereon.

HOMELESS INDIVIDUAL--An individual who lacks a fixed and regular nighttime residence or an individual whose primary nighttime residence is:

1. A supervised shelter designed to provide temporary accommodations (such as welfare hotel or congregate shelter);
2. A halfway house or similar institution that provides temporary residence for individuals intended to be institutionalized;
3. A temporary (no more than 90 days) accommodation in the residence of another individual; or,
4. A place not designed for, or ordinarily used as a regular sleeping accommodation for human beings (a hallway, a bus station, a lobby or similar places).

HOMELESS MEAL PROVIDER--A private or public nonprofit establishment approved by the state (soup kitchen, temporary shelter) that feeds homeless persons. If the shelter is not authorized by FNS, the shelter cannot accept SNAP benefits from the certified residents.

HOUSEHOLD--People who buy and prepare food together. Spouses, parents, and children who live together are usually counted as the same household (SNAP 201-1).

HOUSEHOLD FURNISHINGS--Furniture, appliances, clothing and personal items owned by the filing unit.

## I

IPV--Intentional Program Violation

IRA--Individual Retirement Account

INCOME--Money received from any source. Can be earned or unearned.

INCOME-PRODUCING PROPERTY--Property that is in and of itself, producing income. For example, rental property is considered income-producing.

INDIAN INCOME--Money derived from individual and tribal property or benefits from Federal agencies due members of a specific tribe.

INDIVIDUAL RETIREMENT ACCOUNTS (IRA)--A tax deferred pension or plan which sets aside money now for the needs of the person after retirement.

INELIGIBLE--Not qualified to receive benefits because of not meeting one or more of the specified non-financial or financial requirements of eligibility.

IN-KIND INCOME--Any gain or benefit (goods, services, etc.) which is not in the form of money payable directly to a household. The goods or services may be evaluated to determine a value. This value is considered **exempt income** in the determination of eligibility and/or benefit.

INSTITUTIONS OF HIGHER EDUCATION--Those which normally require a high school diploma or equivalency certificate for entrance (SNAP 201-5).

INTENTIONAL PROGRAM VIOLATION (IPV)/FRAUD--When a client knowingly, willfully and with deceitful intent:

1. Makes a false or misleading statement, orally or in writing, to obtain benefits illegally;
2. Misrepresented, conceals or withheld facts to obtain benefits illegally; or,
3. Commits any act that constitutes a violation of the Food Stamp Act or Regulations or any State Statute relating to the use, presentation, transfer, acquisition, receipt, or possession of SNAP benefits.

INTERVIEW--To question or converse with a person face-to-face or by other means of communication to exchange information.

ISSUANCE -- A released (issued) SNAP allotment.

## J

JOINTLY OWNED PROPERTY--Property presumed to be owned in equal shares by each of the persons holding a legal interest, unless otherwise specified in a legal document such as a deed or divorce decree. A court-ordered right of ownership takes precedence over any contrary verbal claim or stipulation on any document.

## K

KEOGH PLAN--A tax deferred pension or plan for a self-employed individual to set aside money now for the needs of the individual after retirement.

KNOWLEDGEABLE SOURCE--One who, through experience, employment, or association, has a practical understanding of a subject or has a considerable degree of familiarity with an individual.

**L**

LIEN--A charge against real or personal property for the satisfaction of a debt.

LIEAP--Low Income Energy Assistance Program.

LIVE-IN ATTENDANT--An individual (usually compensated) who lives in the household because they are needed for medical, housekeeping or child-care reasons. These individuals will not be considered household members for the Supplemental Nutrition Assistance Program (SNAP).

LOW INCOME ENERGY ASSISTANCE PROGRAM (LIEAP)--The program that provides payment for part of winter energy bills for income-eligible persons. Payments are usually made directly to local utility companies or vendors.

LUMP SUM PAYMENT--Earned or unearned income received on a non-recurring (one-time) basis. It is considered as a resource in the month received.

**M**

MA--Medical Assistance

MACCS--Montana's Automated Child Care System

MCA--Montana Codes Annotated

ME--Management Evaluation

MSD--Medicaid Services Division

MANAGEMENT EVALUATION (ME)--An evaluation procedure used to determine if State and local agencies are administering and operating Food and Nutrition Services (FNS) programs in accordance with program and civil rights regulations and requirements.

MASS CHANGES--Certain changes imposed by the Federal or State government which may affect the entire caseload or significant portions of the caseload (SNAP 1501-2).

MAXIMUM ALLOWABLE INCOME STANDARDS--The highest monthly net income a household may have and be eligible for the Supplemental Nutrition Assistance Program (SNAP).

MEANS TESTED PROGRAM--See "Federal means tested program".

MEDICAID--The program for the payment of covered medical expenses for persons who are eligible.

MEDICALLY NEEDY--An individual or family otherwise eligible for medical assistance but whose income is above the limits allowed for the categorically eligible.

MIGRANT--A person who moves on a regular basis to find work in harvesting crops or other agricultural activities.

MINOR CHILDREN--Children under 18 years of age who are under the parental control of an adult household member.

MINORITY--A person or group of persons belonging to the protected classes covered by Title VI of the Civil Rights Act of 1964 and later specified by the Office of Management and Budget (OMB) to include:

1. American Indian or Alaskan Native;
2. Asian;
3. Black or African American; and,
4. Native Hawaiian or Pacific Islander.

MONTANA ACCESS CARD--A plastic debit card the participant uses to access his/her SNAP benefits that have been transferred to their EBT account. The Montana Access Card has replaced paper SNAP coupons.

## N

NADA--National Automobile Dealers' Association

NMI--Net Monthly Income

NET EARNED INCOME--The total money the employee is entitled to receive (wages) less applicable deductions (FICA, taxes, etc.) and garnishments.

NET MONTHLY INCOME (NMI) STANDARDS--Levels of net countable income for each size household which cannot be exceeded if the household is to be eligible.

NONASSISTANCE HOUSEHOLD (NA)--A household in which no member receives or is eligible to receive TANF Cash Assistance.

NONSTRIKER--Any employee who is:

1. Affected by a lockout;
2. Exempt from work registration the day prior to the strike for reasons other than being employed;

3. Unable to work because of striking employees; or,
4. Not part of the bargaining unit on strike but does not want to cross the picket line for fear of personal injury.

NORMAL PROCESSING STANDARDS--Initial applicants must be provided an opportunity to participate in the Supplemental Nutrition Assistance Program (SNAP) as soon as possible, but no later than 30 calendar days following the date of application.

NOTICE OF ADVERSE ACTION--The agency shall provide timely and adequate notice before any adverse action is taken. Timely notice requires at least 10 days from the date the notice is mailed to the effective date of the action. Adequate notice must include: the proposed action; the reason for the action; the right to request a fair hearing; telephone number and, if possible, name of person to contact; availability of continued benefits; liability for over issuance if the fair hearing is against the recipient.

## O

OJT--On the Job Training. Training in the private or public sector given to a participant, occurring while the participant is engaged in productive work and providing knowledge or skills essential for the full and adequate performance of the job. The employer pays the participant wages. Generally the employer is partially reimbursed for providing training/supervision/wages.

OPA CASE MANAGER-- An OPA staff member who is either an Eligibility Worker or a FAIM Coordinator.

OFFICE OF MINORITY AFFAIRS--The organizational unit under the Secretary of Agriculture reporting to the Assistance Secretary for Administration that has authority to develop and administer a comprehensive program to assure equal opportunity for all persons in all aspects of USDA programs under civil rights laws and regulations. Formerly the Office of Equal Opportunity (OEO).

ON-GOING ELIGIBILITY DETERMINATION--The act of evaluating each open case monthly and as a result of reported changes to find the case eligible or ineligible.

ORIENTATION--A process to provide applicants with information on program requirements and client's rights and responsibilities.

OVERPAYMENT--SNAP benefits received by a household which exceeds the amount for which that household was eligible.

## P

PA--Public Assistance



PRWORA--Personal Responsibility & Work Opportunity Reconciliation Act of 1996

PARENTAL CONTROL--When a child, under 18, is financially or otherwise dependent upon an adult member of the household that child is considered to be under the parental control of the adult.

PARTICIPANT--A person who is eligible for benefits under TANF, even if that person is not currently receiving benefits because the amount is too low or the person is under a sanction or disqualification.

PER CAPITA PAYMENT- "Equally to each person", Per Capita is a means of distributing money usually to tribal members, not a type of payment.

PERJURY--A willful false statement of a material fact; swearing to what is untrue; or, incompletely answering all questions asked while under oath.

PERSONAL PROPERTY--All things owned or possessed by the household.

POINT OF DISCOVERY--The point at which an application is believed to be eligible for expedited processing.

PRIMARY INFORMATION PERSON--The name on the hard copy case file and TEAMS case name. Generally this individual provides the information for the household.

PROGRAM REQUIREMENT--Specifications as to how eligibility factors are to be met for the Supplemental Nutrition Assistance Program (SNAP).

PROPERTY/EQUIPMENT NECESSARY FOR EMPLOYMENT--Farm land, tools of a tradesman or farm machinery which is essential to the employment or self-employment of a household member.

PRORATE--Divide or distribute benefits proportionally based on number of days eligible or number of household members.

PROSPECTIVE BUDGETING--Determining eligibility and benefit amount using the best estimate of resources, income, deductible expenses and other circumstances which will exist in the benefit month.

PUBLIC ASSISTANCE HOUSEHOLD (PA)--Public Assistance - Any of the following programs authorized by the Social Security Act of 1935, as amended: old-age assistance; aid to families with dependent children (now referred to as Temporary Assistance for Needy Families-TANF).

For SNAP reporting purposes a distinction is made in the following manner:

Public assistance households (PA) are considered households in which all members receive either TANF or Tribal TANF assistance. Therefore, for reporting purposes, the number of PA households would only include those households that are categorically eligible and not the number of households that have TANF income.

## Q

QA--Quality Assurance

## R

R&R--Resource & Referral Agency (child care)

RSDI--Retirement, Survivors and Disability Insurance

RACIAL CATEGORIES--The designation of participants/potential participants by race, color or national origin for the collection and reporting of racial/ethnic data as follows:

1. American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
2. Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
3. Black or African American: A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American".
4. Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
5. White: A person having origins in any of the original peoples of Europe, North Africa or the Middle East.

REAL PROPERTY--Land and buildings or immovable objects permanently attached thereto.

RECIPIENT--Includes those authorized to receive SNAP, TANF, or SSI benefits and persons determined eligible to receive zero benefits; e.g., persons whose benefits are being recouped or suspended and TANF recipients whose benefits are less than \$10 and, therefore, not payable.

REFUSAL TO COOPERATE--A household has the ability to cooperate but clearly demonstrates that it will not take required action even though it is able to do so. For example, to be denied for refusal to cooperate, a household must refuse to be interviewed, not merely fail to appear for the interview.

RESIDENTS OF INSTITUTIONS--The institution provides an individual with more than 50% of three meals daily as part of normal services and is not authorized to accept coupons. Residents of institutions are generally not eligible to participate in the Supplemental Nutrition Assistance Program (SNAP).

RESOURCE--Liquid or non-liquid assets which may include such items as savings/checking accounts, stocks, lump sum payments, vehicles, buildings or property. Recipients must meet a maximum allowable resource test to be eligible for SNAP benefits.

RESTORATION--Additional benefits issued for a past month to compensate for an under issuance.

ROOMERS--Individuals to whom a household furnishes lodging, but not meals, for compensation.

## S

SAVE--(Alien Status) Systematic Alien Verification for Entitlement

SDX--State Data Exchange

SS--Social Security. As an income source this refers to any income from the Social Security office that is not SSI (e.g., RSDI, retirement, survivor or disability).

SSA--Social Security Administration

SSDIB--Social Security Disability Insurance Benefits. This is the disability portion of RSDI.

SSI--Supplemental Security Income

SSN--Social Security Number

SEASONAL FARM WORKER--A person who works on a farm or ranch on a seasonal basis when the work is generally within commuting distance to his home.

SELF-EMPLOYMENT--The act of engaging in a trade or business. A trade or business is generally an activity carried on for a livelihood or in good faith to make a profit. An individual does not have to make a profit to be in a trade or business as long as a profit motive exists.

SEPARATE HOUSEHOLD--More than one household shares common living quarters however purchase and prepare their food separately.

SHELTER COSTS--The amount of money required to provide housing (rent, mortgage payments, motel rates, etc.) and/or utilities (water, sewer, heat, electricity).

SHELTER FOR BATTERED WOMEN AND CHILDREN--Public or private non-profit residential facility serving this group. If the facility serves other individuals, a portion must be set aside on a long-term basis to serve only battered women and their children.

SPONSORED ALIEN--A legal alien who entered the country based on an "Affidavit of Support" (INS Form I-864 or I864A) or similar written agreement executed by a sponsor on behalf of the alien.

SPOUSE--Either of the following:

1. One who would be defined as married under applicable State law; or,
2. Persons living together and holding themselves out to the community as husband and wife and representing themselves as such to relatives, friends or trades-people.

STRIKER--Anyone involved in a strike, work stoppage, slowdown or other interruption of operations mutually agreed on by employees. This includes a stoppage because of the expiration of a collective bargaining agreement.

STUDENT--Individuals, age 18 or older, who are enrolled at least half-time in any recognized school, training program or institution of higher education; providing students in higher education also meet the eligibility requirements as an eligible student.

SUPPLEMENT--Additional benefits issued for the current month to compensate for an under issuance.

Supplemental Nutrition Assistance Program (SNAP) - The SNAP work readiness program to assist SNAP recipients to become self-sufficient by providing needed employment related activities and supportive services.

This program is currently available in four counties, Lewis & Clark, Missoula, Silver Bow and Yellowstone.

## T

TANF--Temporary Assistance for Needy Families

TEAMS--The Economic Assistance Management System, the electronic case management system used in the state of Montana for administration of the TANF, Medicaid and SNAP programs.

TERMINATION--To close a case, remove the household from program eligibility, and stop the issuance of benefits to that household.

THRIFTY FOOD PLAN--Diet required to feed a family in accordance with guidelines established by the U.S. Department of Agriculture. The costs of that diet is the basis for uniform allotments for all households. The thrifty food plan is based on 100% of the federal poverty level.

TIMELY--Timely notice of action must be mailed to the household at least 10 days prior to the date of intended action.

TRANSACTION--A system performed process or an exchange of a negotiable commodity in a food related purchase.

TRUST--A property interest held by one person for the benefit of another.

TRUSTEE--The person(s) given the authority, by a written contract, to manage money set up in a trust.

## U

UNDER PAYMENT--see "Supplement" and "Restoration".

UNEARNED INCOME--All money received that is not earned by providing goods or services. Unearned income includes, but is not limited to gifts, Social Security Income benefits, Veteran's benefits, Worker's Compensation payments, Unemployment Compensation payments, and Public Assistance grants.

UTILITIES--The services provided for water, sewer, electricity, and heating fuel.

## V

VENDOR--The person or business who provides goods or services.

VERIFY--To check, confirm or establish whether a statement or condition is true or accurate by obtaining a copy, viewing a copy or obtaining a verbal description of the evidence.

VOLUNTARY QUIT--Resigning or being terminated from employment when continuing employment is within the participant/applicant's control. This would include being fired for misconduct. However, it would not include being fired due to being physically incapable of performing the job.

W

WEX--Work Experience (a Family Investment Agreement activity)

WoRC--Work Readiness Component

WORK REGISTRATION--The act of signing the FA 543-A "Supplemental Nutrition Assistance Program (SNAP) Understanding and Agreement" form and having an appropriate code entered on the WOLF screen.

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